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DDA 85-0024/38

MEMORANDUM FOR: Executive Secretary

FROM:

Executive Officer to the DDA

25X1

SUBJECT: Excellence Initiatives for the DCI

REFERENCE: ER 85-2770 memo to DDA/EXO dtd. 19 July 1985;
Subject: Inputs for the DCI re Excellence

The attached Directorate of Administration (DA) Office submissions are considered special examples of achievement which we believe encompass the elements emphasized by the Director of Central Intelligence (DCI) in his 13 June 1985 address on Excellence. These examples contain the names of DA personnel concerned and indicate special initiative or accomplishment, both collectively and individually. Also, where appropriate, we have noted any special recognition awarded for their efforts. As requested, in some cases, 25X1 the examples are instances of "someone just doing their job." Attempts have been made to follow the same format used by the DCI in his June speech.

Attachments

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85-0024/34

2 AUG 1985

MEMORANDUM FOR: Executive Officer to the Deputy Director for Administration

FROM: Henry P. Mahoney
Director of Logistics

SUBJECT: Inputs for the DCI re Excellence

REFERENCE: Routing Sheet to DA components fm EO/DDA, dtd 22 Jul 85, same subject (DDA 85-0024/31)

1. In his speech of 13 June, the DCI noted several "examples of excellence" which enabled the Agency to better serve its consumers; i.e., the President and other officers of our Government. We in the Office of Logistics, as one of the primary support arms of the Agency, view other CIA components as our "consumers"; and we strive to provide them the best possible service in terms of timeliness, responsiveness, and professionalism. A summary of our participation in [redacted] [redacted] for example, was forwarded to the DDA by my memorandum of 3 July (copy at Attachment A).

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2. I am proud to offer additional examples (Attachment B) of special initiative and achievement by Logistics personnel, both collectively and individually. They are but a few of the many such instances of excellence within OL. I believe that these -- as well as numerous others not mentioned in this report -- encompass the elements the DCI listed in his speech: i.e., the alertness to recognize a need or a potential improvement and the will to move on it; the bringing together of various experience, knowledge, and skills; and an understanding of the needs of our "consumers."

[redacted]

Henry P. Mahoney ✓

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Attachments
as stated



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85- 2770

19 July 1985

DD/A Registry

85-0024/31

MEMORANDUM FOR: Executive Officer to the DDA ✓
Deputy Director, Management, Planning and Services, DI
Chief, Career Management Staff, DO
Executive Officer to the DDS&T
Administrative Officer, DCI

FROM: Executive Secretary

SUBJECT: Inputs for the DCI re Excellence

1. Recall that the DCI, in his 13 June 1985 address on Excellence in the Auditorium, said "Every three months, or as frequently as it emerges as appropriate, we will make available to you a more comprehensive listing of initiatives taken and outstanding performances turned in than I have been able to give you today. I hope and expect this will stimulate new ideas and practical initiatives, as well as inspire by example."

2. During our 14 June post-mortem we discussed and came to agreement on two separate, but related, issues deriving from our collective experience leading up to the DCI's 13 June speech:

- What it was the Director had in mind for his periodic calls for "examples of excellence."
- Establishing a common data base for maintaining information relating to employee recognition (through cash awards, certificates, etc.)

3. At this meeting, we set 1 October as the date the uniform data base should be able to provide information (if called upon) in a common format for all Directorates (this is taking place under DDA lead). It was also anticipated that we would solicit Directorate "examples" at the same time.

4. The Director, however, does not want to wait until then; he has asked me to obtain your inputs next month. So, what is wanted? I will leave each Directorate to determine the maximum number of examples sent forward, but would hope to obtain at least five from each of you.

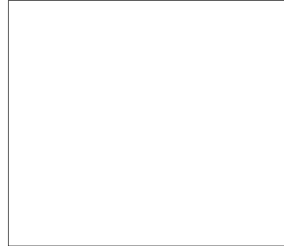
- a. As to the format, one should provide information in a descriptive paragraph noting the name(s) of the individual(s) concerned, what was involved and why the example is worthy of recognition. Included as a separate paragraph should be a statement noting what, if any, recognition was made of this event (realizing that in many cases, such examples do not merit specific cash awards, etc.).

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- b. The examples that will be determined by each of your organizations should be along the lines of, and written up like, those used by the DCI in his speech. In many cases, such examples will simply be instances of "someone just doing their job."

5. Please ~~have your inputs to me by Wednesday, 14 August.~~
(Remember, as we discussed, we are not now seeking any data re who got awards, statistical info from the computer, etc.)



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2 July 1985

MEMORANDUM FOR: Chairman, National Intelligence Council
General Counsel
Inspector General
Director, Office of Legislative Liaison
Director, Public Affairs Office
Comptroller

FROM:
Administrative Officer, DCI

STAT

SUBJECT: Quarterly Reporting on Significant Personnel
Performance and Initiatives

1. The DCI, in his 13 June speech on Excellence, described outstanding examples of employee initiative and performance. In closing, he promised to make available "a more comprehensive listing of initiatives taken and outstanding performances turned in," with the hope and expectation that "this will stimulate new ideas and practical initiatives, as well as inspire by example."

2. All Directorates have been tasked by the Executive Secretary, on behalf of the Director, to produce a quarterly report with a descriptive paragraph outlining each significant example of excellent performance or initiative. The first report is due on 8 October for the quarter ending 30 September 1985. These reports would list all cash awards (special achievement, exceptional accomplishment, suggestion) by month. The Office of Personnel will provide basic information on QSI's, medals, and certificates.

3. Unfortunately, centralized data bases do not include the specific reason for which the award was granted. Therefore, components should establish their own data base to capture the information on such awards needed for the report (name, component, date of award, amount and brief descriptive summary).

4. There is one additional category of excellence which should be reported. This is the example of excellence for which an award or recognition has not been received, initiated, or perhaps contemplated. For example, many of the cases cited by the DCI were abstracted directly from weekly reports, cables, PAR's, etc. These cases should be collected and reported in the quarterly reports. In addition to the name, date, brief summary of the performance, or initiative, please indicate if any form of recognition is contemplated.

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SUBJECT: Quarterly Reporting on Significant Personnel
Performance and Initiatives

5. The first quarterly report to the executive Secretary, DCI, is due on 8 October 1985. As the DCI Administrative Staff will be compiling and merging the Directorate submissions, it is requested that your office provide their input no later than 1 October 1985.

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cc: Admin Officers
Planning Staff
History Staff
Senior Review Panel

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